

January 30, 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Allocations and Reporting Requirements on Voluntary Separation
Incentive Pay and Voluntary Early Retirement Authority

On January 29, 2004, the Assistant Secretary of the Army (Manpower and Reserve Affairs) delegated to the Major Army Command commanders and the Administrative Assistant to the Secretary of the Army authority to approve voluntary separation incentive pay (VSIP) and voluntary early retirement authority (VERA) for employees up to the GS-15 level (or equivalent). This authority may be redelegated to the lowest practicable level, but not lower than the local commander or activity head.

The DoD memorandum, National Security Personnel System - Voluntary Separation Incentive Pay (VSIP) and Voluntary Early Retirement Authority (VERA) Policy, dated December 30, 2003, allocates to the Department of Army 7,722 buyouts for FY04. These allocations are distributed as follows:

MACOM	ALLOCATION
U. S. Army Material Command	1,293
U.S. Army Training & Doctrine Command	226
U.S. Army Medical Command	166
U.S. Army Forces Command	18
U.S. Corps of Engineers	520
Admin Assistant to the Secretary	1,950
U.S. Army, Europe & Seventh Army	0
Eighth, U.S. Army Seoul Korea	0
U.S. Army Pacific	105
Military Surface Deployment and Distribution	75
U.S. Army Criminal Investigative Command	0
U.S. Army Special Operations Command	32
U.S. Army Intelligence & Security Command	0
U.S. Army Space & Missile Defense Command	40
U.S. Military Entrance Processing Command	4
U.S. Army Reserve Personnel Command	0
HQ, U.S. Southern Command	5

The remainder of the allocations will be held in abeyance for MACOMs who need additional buyouts further in

the year. For those MACOMs unable to utilize their total allocations, you need to notify the Assistant G-1, Policy and Program Development Division as quickly as possible so these allocations may be redistributed.

MACOMs are responsible for reporting the usage of their VSIP allocations and VERA approvals quarterly. Please provide your numbers to the Office of the Deputy Chief of Staff, G-1, Policy and Program Development Division, ATTN: DAPE-CP-PPE, 200 Stovall Street, Suite 1160, Alexandria, Virginia 22332-0300. You will be notified when the first report is due.

Enclosed is a copy of the DoD guidance and procedures pertaining to VERA and VSIP. Compliance of these regulations is mandatory.

My point of contact for this issue is Beth Helmer, who can be reached at Elizabeth.helmer@asamra.hoffman.army.mil or DSN 221-9974/(703) 325-9947.

FOR THE DEPUTY CHIEF OF STAFF, G-1:

/signed by Ann McFadden for/
David L. Snyder
Assistant G-1 for Civilian
Personnel Policy

Enclosures

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